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DEPARTMENT OF THE AIR FORCE
1130TH AEROSPACE TECHNICAL DEVELOPMENT
AND TRAINING GROUP
Edwards Air Force Base, California 93523

ATTG Reg 11-7

18 January 1972

Administrative Practices

DEPLOYMENT INFORMATION CARDS

This regulation establishes procedures for maintenance and utilization of deployment information cards.

1. Scope. Applies to all permanently assigned personnel and to any temporary augmentees.
2. Responsibility. Directors are responsible for insuring compliance with this regulation.
3. Blank deployment information cards will be stocked by Personnel and initiated in longhand by individuals who are processing in.
4. Directorates will maintain current files of deployment information cards as follows:
 - a. Individuals will fill out and give their cards to their Directorates immediately when processing in even though all data is not available.
 - b. Data will be typed on one white card and one blue card.
 - c. Both cards will be filed and retained in a manner best suited to the Directorate (cardex or file box).
 - d. As additional information becomes available, cards will be updated (i.e., passport number, etc).
5. When required for deployment purposes, the following actions will be taken.
 - a. Directors will identify participants for whom they are responsible.
 - b. Appropriate white cards will be sent to Operations. Blue cards will be retained on file.
 - c. Operations will assemble the white cards by Directorate in a cardex holder which will accompany the deploying contingent.

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STATINTL

d. In addition to extracting orders and manifest information, Operations will prepare and reproduce a roster suitable for general use (roll calls, billeting assignments, etc). Roster should list personnel by directorate, contain only last name (and initial if required), and be identified as to purpose [REDACTED] etc).

e. Operations will maintain the cardex at the deployment command post. Billeting information will be entered on the general-purpose roster and be kept available with the cardex.

f. In the event of a deployment involving personnel rotation, cards will be hand-carried by rotating individuals or, if necessary, initiated at the deployment site.

g. Upon arrival at home station, Operations will return all white cards to the appropriate Directorates.


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